



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF EMPLOYMENT AND WORKFORCE DEVELOPMENT
Employment and Training Section
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March 27, 2003

Workforce Investment Act (WIA) Memorandum Number E&T 03-24

Topic: Follow-up Services

Subject: Services Provided during Follow Up to WIA Participants

Purpose: To streamline and to have a uniform procedure for providing follow-up services across the state.

Background: It has come to our attention that follow-up services are provided several ways across LWIAs; several local boards have even developed policies specifying what particular services will be provided. It is our understanding that these services may include monetary support services.

Section 662.240 defines follow-up services as services that include counseling regarding the work place for participants in workforce investment activities that are placed in unsubsidized employments for not less than 12 months. Section 663.150 defines follow-up services the same way. Section 663.805 provides the definition of support services without mentioning follow up as a monetary support service. WIA Section 134 (K) also defines follow-up services as including counseling but does not mention support services as part of these follow-up services.

The intent of this policy is not to over ride policies already established by the local board but to inform and to advise local boards about (1) the limited funds for the WIA Title I programs and (2) the appropriateness of seeking other funding sources to meet the cash needs of individuals who are employed after exit and who are earning self-sufficient wages. Support service funds should be readily available for the unemployed who are in need of support services during their participation in core, intensive or training services.

Instructions: All LWIAs who have developed policies on how follow-up services will be provided must include in their follow-up policies the following items:

1. The services provided during follow up will be included as part of the individuals service strategy/individual employment plan (IEP).
2. The services provided during follow up that include cash or monetary assistance, as well as the duration and the amount to be provided during the 12 months period of follow-up services, shall be included in the IEP. We understand unforeseen circumstances may arise that requires change in the amount of funds planned for a participant's follow-up services. The CMATs system will accommodate these changes. We advise the amounts planned in the IEP and the changes made will be reasonable.
3. The criteria used to provide support services to individuals who are employed and who are earning self-sufficient wages.

Contact: For questions regarding this policy, please contact James M. Roberson, Director for Planning & Policy, at 1-800-255-5872.

Effective Date: Immediately

Expiration Date: Indefinite

Elaine S. Perryman, Interim Director

Date

ESP:RK:RT

June 25, 2003

Workforce Investment Act Memorandum Number E&T 03-25

Topic: 2003 Health and Human Services (HHS) Poverty Guidelines and Lower Living Standard Income Levels (LLSIL)

Subject: Notice of determination of income guidelines for persons defined as “low income individuals”

Purpose: To provide LWIAs with an income guideline table containing calculated poverty levels provided by HHS and Metro and Non-Metro LLSIL for the Southern region

Background: The Workforce Investment Act of 1998 (Public Law 105-220) defines the term “Low Income Individual” as one who qualifies under various criteria, including an individual who received income for a six-month period that does not exceed the higher of the poverty line or 70 percent of the LLSIL. Attached is a table containing the annual LLSIL for 2003 and the HHS poverty guidelines. The LLSIL is used for several purposes under WIA: specifically, WIA Section 101(25) defines the term “low income individual” for eligibility purposes, Sections 127(b)(2)(C) and 132 (b)(1)(IV) defines the terms “disadvantaged adult,” and “disadvantaged youth” in terms for the poverty line of LLSIL for purposes of state allotments. The HHS 2003 Poverty guidelines may be found on the Internet at: <http://aspe.os.dhhs.gov/poverty/03poverty.htm>. The 2002 LLSIL is available on its web site at: <http://wdsc.doleta.gov/lilsil/lilsil2003.asp>.

Instructions: A table is attached with the HHS poverty guidelines and 70 percent Metro and Non-Metro LLSIL. To use this table, compare the poverty level for the family size against either the Metro or Non-Metro LLSIL, depending on the county of residence, using the higher of the two in order to qualify the participant as disadvantaged under WIA.

If the LWIA has reached limited funding (see E&T policy 00-10 and its attachment) the area will utilize this table to determine eligibility under the priority system (see E&T policy 00-11).

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Contact: For questions regarding this policy, please contact Susie Bourque, WIA Performance Coordinator, Employment and Training Section, at (615) 741-4092.

Effective Date: Immediate

Expiration Date: Indefinite

Elaine S. Perryman, Interim Director
Employment and Training

Date

ESP: KLR:RK

Attachment